



Guidelines for OOHNA *Journal* CONTRIBUTORS

THE OOHNA *JOURNAL* is the official publication of the Ontario Occupational Health Nurses Association. It is intended to serve its members and to promote the Association's Mission to "To Foster a climate of excellence, innovation and partnership enabling Ontario Occupational Health Nurses to achieve positive workplace health and safety objectives".

The OOHNA *Journal* welcomes the submission of manuscripts on topics of interest to occupational health nurses. Submissions will be considered based on relevance, space availability and content. Preference will be given to submissions which have not been previously published.

Manuscripts may fall into one of the following categories:

Research

An original study, including methodology, results, and discussion.

Case Study

A report of a clinical case Involving OHNs.

Informational

An article that provides current relevant information.

Survey

A report that reviews data in one area to aid in evaluating a concept.

Clinical Report

Data about contemporary clinical practice.

First Person Singular

An account of a professional experience of value and interest to other OHNs.

These guidelines are provided to answer the questions asked most often about publishing in the OOHNA *Journal*.

- Manuscripts are reviewed by the Technical Editor and the Managing Editor and will be submitted to anonymous peer review by the Editorial Committee or by outside experts.
- The *Journal* reserves the right to edit articles within available space, to improve clarity and conciseness, and to make the article conform to *Journal* style. If requested, authors may review edited submissions prior to publication.

There are three issues of the OOHNA *Journal* each year: Spring (April 10), Autumn (September 4) and Winter (December 10).

Deadlines for completion of editing of manuscript are:

Spring - February 15

Autumn – August 1

Winter – October 29

- Manuscript is to be in a PC compatible format, either on diskette or **preferably transmitted via email (journal@oohna.on.ca)**
- Suggested article length: 1,800 – 2,500 words
- All manuscripts are to be accompanied by a 50 – 100 word abstract in order to be reviewed by the Editorial Committee. The abstract, précising the article, will be placed on the OOHNA website, and may be included in the *Journal*, subject to space availability.
- All manuscripts are to be accompanied by a brief two-sentence biography of the author.
- The first page of an article contains the heading and about 900 words. One full page of the *Journal* contains about 1000 words.

Illustrations and Tables

- Illustrations refer to all material that cannot be set in type, such as photographs, line drawings, graphs, and charts. All illustrations must be numbered and cited in the text. Photographs must be unmounted and untrimmed and may be colour or black and white, glossy prints. Any person or persons featured in the photographs must be identified. Figures, charts and graphs must be drawn professionally. Lettering to be large and clear.

The author must submit written permission for the use of items such as graphs, photographs, artwork which are the property of, or created by, a third party (i.e. other than the author). These items will not be returned unless accompanied by a written request from the author.

- Tables should supplement the article. Each table should be typed on a separate sheet and numbered consecutively.

Unless requested, illustrations and tables will not be returned to the author.

Book Reviews

Reviews must include: the title and subtitles as found on the title page of the publication being reviewed; author(s), a brief biography of the author(s); name of reviewer and brief biography of reviewer; name of publisher; date and place of publication; type of publication; and ISBN number.

The review should critique the contents, structure and suitability of the format. The review must not exceed 500 words.

Letters to the Editor

Letters containing suggestions, comments, criticisms, compliments and critiques of THE JOURNAL or of specific articles or issues are welcome. Letters and commentaries must include

the author's name, title, address and telephone number. The Editor reserves the right to edit for grammar, style and length. Publication cannot be guaranteed.

Manuscripts

Manuscripts must follow **APA style**. The abbreviated rules and examples attached will answer most questions.

Editorial Contract

All authors are required to sign an Editorial Contract prior to the printing of their material. Please be advised that authors do not receive monetary compensation for material printed in the *OOHNA Journal*.

Reprints

The author is entitled to two (2) copies of the publication in which his or her article appears. The author should contact the Association's head office to request copies [(416) 239-6462].

Mailing and EMAIL Address

Send all manuscripts, letters or enquiries **preferably via email** to: E-mail: journal@oohna.on.ca
OR THE OOHNA *JOURNAL*, 302 The East Mall, Suite 605, Toronto, ON M9B 6C7.
Tel.: (416) 239-6462; Fax: (416) 239-5462;

For further information, contact:

Frances MacCusworth, Managing Editor (416-239-6462; Email: journal@oohna.on.ca)
Brian Verrall, Technical Editor (416-239-6462; Email: [journal @oohna.on.ca](mailto:journal@oohna.on.ca))

APA Style Notes

The *OOHNA Journal* follows the style of the American Psychological Association (APA). Notice that the author-date style of citation with an alphabetical list of references at the end of the article replaces numbered references and footnotes.

The following examples of citations and references are not exhaustive, but they are typical of recent issues of the *OOHNA Journal*. The examples can be used as standards to follow. For more detailed explanations with examples, see the *Publication Manual of the American Psychological Association* (4th ed.), available from the University of Toronto bookstore.

A) CITATIONS IN RUNNING TEXT

Name the author-date to acknowledge a source of information. There are several ways to do this.

Jones (1990) showed that ...

In a recent study (Jones, 1990), the origin of ...

In a recent study, Jones (1990) showed that ...

In 1990, Jones demonstrated ...

- When a citation has two authors, name both in every citation. In running text, join the names with "and". Use the ampersand in parenthetical references.

Hall and Jones (1986) showed that plasma ...
 As was shown several years ago (Hall & Jones, 1986), plasma ...

- When there are more than two authors, name all authors the first time; after that name only the first author followed by *et al.*
 - For two authors, always cite both names every time.
 - For six or more authors, cite only the surname of the first author followed by *et al.*

The method described by Jones et al. (1989) demonstrated ...

- Abbreviations.

| | | | |
|----------|-----------------|------------|------------------|
| chap. | chapter | p. (pp.) | page (pages) |
| ed. | edition | Vol. | Volume |
| rev. ed. | revised edition | No. | Number |
| 2nd ed. | second edition | Ed. (Eds.) | Editor (Editors) |

B) REFERENCE LIST

It's a good idea to take down the details you will need from each reference as you use it; this will avoid that inconvenient search later for books and periodicals that are back on library shelves. Submissions will be returned as incomplete if references are omitted. The OOHNA editor and Editorial Committee shall not be expected to obtain omitted reference citations.

You may wish to include a bibliography of recommended sources with the references.

References and **Bibliography** follow the article and the entries are arranged in alphabetical order.

Periodical Article

Brumage, L. (1992). Stress and the workaholic. Journal of Stress and Relaxation, 9, 235-239.

(Note: Compare the style for the title of the article with the name of the journal. In printed form the underlined journal name will appear in italic without underline. The "9" is the volume number for this journal, which numbers pages consecutively from the first issue of volume 9.)

Dorking, J., Brumage, L., & Pauli, W. (1992) Stress management for health care workers. Stress Review. 9(2), 2-5.

(Note: The "9" is the volume number. The "2" is the issue number and is required because this journal numbers pages from 1 in each issue.)

Magazine article

Grimsby, T. (1990, November). Are health care workers happy people? Psychology Now, pp.71-74.

Newspaper article, no author

Jogging fatigues, increases stress. (1991, October 17). Starkville Reporter, p.6.

Book

Straddle, J., & Whippet, L. (1990). Elements of gamesmanship (2nd ed.). Toronto: I Do Publications.

Article from edited book

Tarn, R.S., Keever, O., & Grotz, Z. (1990). Play therapy for adults. In W.X. Upping & D.E. Quimby (Eds.), Research in cognitive development of recreational abilities (pp.480-492). Palo Alto: Sunshine Publications

Corporate author

Workers' Compensation Board (1991). Backfacts. Toronto: WCB.

C) INFORMATION FROM THE INTERNET

Information on how to cite documents retrieved from the World Wide Web follows (Retrieved June, 2001 from the World Wide Web: <http://www.apa.org>) But first a cautionary note regarding the citation of email communications: It is possible to send an email note disguised as someone else. Authors- not journal editors or copy editors- are responsible for the accuracy of all references, which includes verifying the source of email communications before citing them as personal communications in manuscripts.

Here are some examples of how to cite material posted on APA's own web page. A similar format can be used to cite gopher or ftp sources, as long as the medium and the path are sufficiently identified.

An action alert posted by our Public Policy Office:

American Psychological Association. (1995, September 15). APA public policy action alert: Legislation would affect grant recipients [Announcement posted on the World Wide Web]. Washington, DC: Author. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/ppo/istook.html>

An article from the American Psychologist:

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/journals/jacobson.html>

A newspaper article:

Sleek, S. (1996, January). Psychologists build a culture of peace. *APA Monitor*, pp. 1, 33 [Newspaper, selected stories on line]. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/monitor/peacea.html>

An abstract:

Rosenthal, R. (1995). State of New Jersey v. Margaret Kelly Michaels: An overview [Abstract]. *Psychology, Public Policy, and Law*, 1, 247-271. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/journals/ab1.html>

All references begin with the same information that would be provided for a printed source (or as much of that information as possible). The Web information is then placed at the end of the reference. It is important to use "Retrieved from" and the date because documents on the Web may change in content, move, or be removed from a site altogether. For example, the last two examples above are no longer available on APA's Web site. To cite a Web site in text (but not a specific document), it's sufficient to give the address (e.g., <http://www.apa.org>) there. No reference entry is needed. For example, "The OOHNA web site (<http://oohna.on.ca>) contains information about upcoming conferences".

(June 2001)